

Message Text

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INFO OCT-01 ISO-00 SSO-00 /016 R

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DRAFTED BY:S/S-S:IWOLF:KG

APPROVED BY:S/S-S:REWOODS

S/S:FVORTIZ

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FM SECSTATE WASHDC

TO AMEMBASSY PARIS IMMEDIATE

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EXDIS

FOLLOWING REPEAT STATE 081232 ACTION LONDON APR 03.

QUOTE: LIMITED OFFICIAL USE STATE 081232

EXDIS

E.O. 11652: N/A

TAGS:OVIP (KISSINGER, HENRY A.) PFOR, UK

SUBJECT:SECRETARY'S VISIT: SECRETARIAT STAFF REQUIREMENTS

1. THE SECRETARIAT STAFF (S/S) ASSISTS IN THE PREPARATION OF THE SECRETARY'S SCHEDULE, IS RESPONSIBLE FOR ALL MATTERS CONCERNING THE PREPARATION OF BRIEFING MATERIAL FOR HIS USE, AND COORDINATES THE ACTIVITIES OF THE OFFICIAL PARTY. IT ALSO MANAGES ALL TELEGRAMS AND OTHER INFORMATION FLOWING TO AND FROM THE PARTY (SEE SEPTTEL ON CABLE TRAFFIC) AND LIAISON BETWEEN THE PARTY AND THE HOST EMBASSY.

2. S/S PERSONNEL: A SECRETARIAT TEAM OF ONE OFFICER AND ONE SECRETARY WILL ARRIVE ABOARD THE SECRETARY'S
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AIRCRAFT. A SECOND TEAM WILL PRECEDE THE SECRETARY TO CONSULT WITH POST IN ENSURING THAT ALL REQUIREMENTS ARE UNDERSTOOD AND MET. NAMES AND TRAVEL INFORMATION FOR TEAM MEMBERS WILL BE PROVIDED SEPTELS.

3. S/S LIAISON OFFICER: THE POST SHOULD DESIGNATE AN S/S LIAISON OFFICER TO PROVIDE FULLTIME ASSISTANCE TO S/S FROM THE ADVANCE TEAM'S ARRIVAL UNTIL THE SECRETARY'S DEPARTURE. THIS IS TYPICALLY AN ALERT, MIDDLE-GRADE SUBSTANTIVE OFFICER WITH ENOUGH TENURE AT POST TO HAVE A GOOD GRASP OF HOW THE EMBASSY AND HOST GOVERNMENT FUNCTION. HE

SHOULD BE FULLY READ INTO EMBASSY PREPARATIONS, AND PREPARED TO BRIEF THE S/S ADVANCE TEAM AT THE AIRPORT UPON ARRIVAL. HE SHOULD ALSO ENSURE THAT A COMPLETE FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE VISIT, INCLUDING NODIS, ARE AVAILABLE TO S/S IN THE EMBASSY. TYPICALLY, THIS IS DONE BY ASKING THE EMBASSY C&R TO SLOT ONE COPY OF EACH VISIT CABLE FOR S/S. PLEASE CABLE NAME OF S/S LIAISON OFFICER.

4. MEDIA REPORTS. ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. IF MACHINES AVAILABLE IN EMBASSY, POST SHOULD ARRANGE TO HAVE THEM RUN UNATTENDED BETWEEN 2300 AND 0500. KEEP IN MIND THE FOLLOWING SPECIAL REQUIREMENTS:

-- SELECT THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT.

-- DURING REPRODUCTION, MAKE SURE THAT EACH STORY BEGINS ON A NEW PAGE. DO NOT RUN TWO OR MORE STORIES TOGETHER ON THE SAME PAGE.

-- ON SECRETARY'S COPY, ATTACH A ONE OR TWO-SENTENCE SUMMARY OF EACH STORY, STRESSING NEW DEVELOPMENTS AND HIGHLIGHTING COMMENT OR OPINION. SUMMARIES SHOULD BE TYPED ON THREE-BY-FIVE INCH NOTEPAPER
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AND STAPLED TO THE UPPER RIGHT-HAND CORNER OF THE FIRST PAGE OF EACH STORY. THEY ARE ATTACHED ONLY TO THE SECRETARY'S PACKAGE.

INDIVIDUAL ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH S/S ADVANCE TEAM IN ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES.

TEN COPIES EACH OF HERALD TRIBUNE AND LEADING ENGLISH DAILIES AND TEN COPIES OF USIS WIRELESS FILE SHOULD BE MADE AVAILABLE TO S/S BY 0600.

PLEASE CONFIRM ABOVE MEDIA REPORT ARRANGEMENTS BY CABLE.

5. DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE FOREIGN OFFICIALS ARE TO BE PROVIDED TO THE S/S ADVANCE TEAM ON ARRIVAL. USUALLY, THESE ARE TO THE PRIME MINISTER AND FOREIGN MINISTER. DRAFTS MUST INCLUDE EXACT ADDRESS AND CORRECT SALUTATION AND TITLES.

6. SPECIAL ATTENTION IS CALLED TO S/S REQUIREMENTS FOR DUTY SECRETARIES AND COURIERS OUTLINED IN ADMIN LOGISTICAL CABLE. S/S ADVANCE TEAM WILL REVIEW THESE WITH POSTS ON ARRIVAL.

7. SCHEDULING:

A. THE SECRETARY WISHES TO DEFER TO THE EXTENT POSSIBLE TO HIS HOSTS' SUGGESTIONS AND JUDGMENT ON HIS VISIT SCHEDULE. WITHOUT PRESSING HOST GOVERNMENT, POST SHOULD REPORT SCHEDULING INFORMATION AND SUGGESTIONS AS THEY BECOME AVAILABLE. REMEMBER TO INCLUDE:

-- TIME AND LOCATION OF PROPOSED MEETINGS AND OTHER EVENTS, INCLUDING SUGGESTED PARTICIPANTS ON BOTH SIDES.

-- INDEPENDENT ACTIVITIES FOR MEMBERS OF THE OFFICIAL PARTY ASIDE FROM THE SECRETARY.

-- ANTICIPATED PRESS ARRANGEMENTS AND COVERAGE FOR ALL EVENTS, INCLUDING ARRIVAL AND DEPARTURE.

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B. POSTS SHOULD ALSO SUBMIT:

-- DRAFT TEXTS FOR PROPOSED/EXPECTED REMARKS FOR THE SECRETARY DURING HIS VISIT.

-- A RECAPITULATION OF ALL SCHEDULING INFORMATION BY IMMEDIATE CABLE TO THE SECRETARY'S PARTY APPROXIMATELY 48 HOURS BEFORE SECRETARY'S ETA. THIS INFORMATION SHOULD BE CAST IN THE FORM OF A DETAILED SCENARIO.

8. REMOVE EXDIS CAPTION UPON PUBLIC ANNOUNCEMENT OF TRIP.

KISSINGER
UNQUOTE ROBINSON

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Message Attributes

Automatic Decaptioning: Z
Capture Date: 15 SEP 1999
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: MINISTERIAL VISITS, DEPARTMENTAL COMMUNICATIONS
Control Number: n/a
Copy: SINGLE
Draft Date: 17 APR 1976
Decaption Date: 28 MAY 2004
Decaption Note: 25 YEAR REVIEW
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Authority: GolinoFR
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 28 MAY 2004
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1976STATE081232
Document Source: ADS
Document Unique ID: 00
Drafter:
Enclosure: n/a
Executive Order: N/A
Errors: n/a
Film Number: D760126-0865
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1976/newtext/t197604115/baaaeokm.tel
Line Count: 160
Locator: TEXT ON-LINE, TEXT ON MICROFILM
Office: ORIGIN SS
Original Classification: LIMITED OFFICIAL USE
Original Handling Restrictions: EXDIS
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 3
Previous Channel Indicators:
Previous Classification: LIMITED OFFICIAL USE
Previous Handling Restrictions: EXDIS
Reference: n/a
Review Action: RELEASED, APPROVED
Review Authority: GolinoFR
Review Comment: n/a
Review Content Flags:
Review Date: 19 APR 2004
Review Event:
Review Exemptions: n/a
Review History: RELEASED <19 APR 2004 by buchant0>; APPROVED <20 APR 2004 by GolinoFR>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
04 MAY 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: VISIT: SECRETARIAT STAFF REQUIREMENTS
TAGS: OVIP, PFOR, UK, US, (KISSINGER, HENRY A)
To: PARIS
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 04 MAY 2006